

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-07-11361/0001	3. EFFECTIVE DATE 12/26/07	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-07-11361	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460	CODE	7. ADMINISTERED BY (If other than item 6) Not Applicable.	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-07-11361
		✓	9B. DATED (SEE ITEM 11) 12/05/07
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is the following:

1. Amend Clause "LEVEL OF EFFORT--COST REIMBURSEMENT TERM CONTRACT (EPAAR 1552.211-73) (APR 1984) DEVIATION"
2. Amend Clause "EQUIPMENT OBLIGATION"
3. Amend Clause "PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) (OCT 2000)"
4. Amend the attachment entitled "INSTRUCTIONS FOR THE PREPARATION OF COST OR PRICING PROPOSAL-FULL AND OPEN COMPETITION"
5. Amend the attachment entitled "INSTRUCTIONS FOR THE PREPARATION OF COST OR PRICING PROPOSAL - SMALL BUSINESS SET-ASIDE PORTION"
6. Include Questions and Answers for the subject RFP.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) DAVID M. MURPHY	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section B clause entitled "LEVEL OF EFFORT--COST REIMBURSEMENT TERM CONTRACT (EPAAR 1552.211-73) (APR 1984) DEVIATION" has been modified. The text is as follows:

(a) The Contractor shall perform all work and provide all required reports within the level of effort specified below. The Government will order **99,840 direct labor hours for the base period of the full and open contract** and **16,640 direct labor hours for the base period of the small business set-aside** which represents the Government's best estimate of the level of effort required to fulfill these requirements.

(b) Direct labor includes personnel such as engineers, scientists, draftsmen, technicians, statisticians, and programmers and not support personnel such as company management, typists, and key punch operators even though such support personnel are normally treated as direct labor by the Contractor. The level of effort specified in paragraph (a) includes Contractor, subcontractor, and consultant labor hours.

(c) Under any circumstances, if the Government orders or the Contractor provides less than 90 percent of the level of effort specified for the base period or any optional period exercised, an equitable downward adjustment of the fixed fee, if any, for that period will be made. The Government may require the Contractor to provide additional effort up to 110 percent of the level of effort for any period until the estimated cost for that period has been reached. However, this additional effort shall not result in any increase in the fixed fee, if any. If this is a cost-plus-incentive-fee (CPIF) contract, the term "fee" in this paragraph means "base fee and incentive fee." If this is a cost-plus-award-fee (CPAF) contract, the term "fee" in this paragraph means "base fee and award fee."

(d) If the level of effort specified to be ordered during a given base or option period is not ordered during that period, that level of effort may not be accumulated and ordered during a subsequent period.

(e) These terms and conditions do not supersede the requirements of either the "Limitation of Cost" or "Limitation of Funds" clauses.

2. The Section H clause entitled "EQUIPMENT OBLIGATION" has been modified. The text is as follows:

In accordance with FAR 45, the contractor shall provide all equipment necessary to perform the resultant contract. While the Government will provide the Government Furnished Property (GFP) set forth at <http://www.epa.gov/oamsrpod/ersc/0711361/index.htm>, any other property required to perform the requirements of the Statement of Work shall be the responsibility of the contractor, and shall be provided at no direct cost to the Government. **The contractor is required to replace contractor-supplied failed equipment on an as needed basis at no direct cost to the Government. Replacement of failed GFP will be determined on a case by case basis by the contracting officer and will be considered an other direct cost.**

As part of its Program Management Plan, the contractor shall develop a

strategy which demonstrates its plan to maintain sufficient levels of equipment (i.e, lease, purchase, consolidation of equipment for courses, etc.) for contract performance. Prior to a lease of equipment the contractor shall demonstrate to the Government that the lease strategy is in the best interest of the Government. Incorporation of the contractor's Program Management Plan does not constitute formal acceptance of a lease arrangement. The contractor's lease strategy shall be separately approved by the EPA Contracting Officer and Project Officer prior to utilization.

3. The Section L clause entitled "PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) (OCT 2000)" has been modified. The text is as follows:

(a) Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$500,000. The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period.

(b) Offerors shall submit a list of all or at least 5 contracts and subcontracts **performed** during the past 3 years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

(1) The contracts and subcontracts listed may include those entered into with Federal, State and local governments, and commercial businesses, which are of similar scope, magnitude, relevance, and complexity to the requirement which is described in the RFP. Include the following information for each contract and subcontract listed:

- (a) Name of contracting activity.
- (b) Contract number.
- (c) Contract title.
- (d) Contract type.
- (e) Brief description of contract or subcontract and relevance to this requirement.
- (f) Total contract value.
- (g) Period of performance.
- (h) Contracting officer, telephone number, and E-mail address (if available).
- (i) Program manager/project officer, telephone number, and E-mail address (if available).
- (j) Administrative Contracting officer, if different from (h)above, telephone number, and E-mail address (if available).
- (k) List of subcontractors (if applicable).
- (l) Compliance with subcontracting plan goals for small disadvantaged business concerns, monetary targets for small disadvantaged business participation, and the notifications submitted under FAR 19.1202-4 (b), if applicable.

(c) Offerors should not provide general information on their performance on the identified contracts and subcontracts. General performance information will be obtained from the references.

(1) Offerors may provide information on problems encountered and corrective actions taken on the identified contracts and subcontracts.

(2) References that may be contacted by the Government include the contracting officer, program manager/project officer, or the administrative contracting officer identified above.

(3) If no response is received from a reference, the Government will make an attempt to contact another reference identified by the offeror, to contact a reference not identified by the offeror, or to complete the evaluation with those references who responded. The Government shall consider the information provided by the references, and may also consider information obtained from other sources, when evaluating an offeror's past performance.

(4) Attempts to obtain responses from references will generally not go beyond two telephonic messages and/or written requests from the Government, unless otherwise stated in the solicitation. The Government is not obligated to contact all of the references identified by the offeror.

(d) If negative feedback is received from an offeror's reference, the Government will compare the negative response to the responses from the offeror's other references to note differences. A score will be assigned appropriately to the offeror based on the information. The offeror will be given the opportunity to address adverse past performance information obtained from references on which the offeror has not had a previous opportunity to comment, if that information makes a difference in the Government's decision to include the offeror in or exclude the offeror from the competitive range. Any past performance deficiency or significant weakness will be discussed with offerors in the competitive range during discussions.

(e) Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference listed in their proposal to assist in the timely processing of the past performance evaluation. Offerors are encouraged to consolidate requests whenever possible (i.e., if the same reference has several contracts, send that reference a single notice citing all applicable contracts). Offerors may send Client Authorization Letters electronically to references with copies forwarded to the contracting officer.

(1) If an offeror has no relevant past performance history, an offeror must affirmatively state that it possesses no relevant past performance history.

(2) Client Authorization Letters should be mailed or E-mailed to individual references no later than five (5) working days after proposal submission. The offeror should forward a copy of the Client Authorization Letter to the contracting officer simultaneously with mailing to references.

(f) Each offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications.

(1) Identify the segment of the company (one division or the entire company) which received the award or certification.

(2) Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

(g) Past performance information will be used for both responsibility determinations and as an evaluation factor for award. The Past Performance Questionnaire identified in section J will be used to collect information on an offeror's performance under existing and prior contracts/subcontracts for products or services similar in scope, magnitude, relevance, and complexity to this requirement in order to evaluate offerors consistent with the past performance evaluation factor set forth in section M. References other than those identified by the offeror may be contacted by the Government and used in the evaluation of the offeror's past performance.

(h) Any information collected concerning an offeror's past performance will be maintained in the official contract file.

(i) In accordance with FAR 15.305 (a) (2) (iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will be evaluated neither favorably nor unfavorably on past performance.

4. The attachment entitled "INSTRUCTIONS FOR THE PREPARATION OF COST OR PRICING PROPOSAL-FULL AND OPEN COMPETITION" has been modified. The text is as follows:

**INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSAL
FULL AND OPEN COMPETITION**

The following instructions pertain specifically to the preparation of technical proposals and cost or pricing proposals, and are presented in two (2) sections.

(a) Section I contains the instructions for the preparation of technical proposals. Offers shall include all information requested and shall structure their proposals as set forth in Section M Clause, entitled "EVALUATION FACTORS FOR AWARD".

(b) Section II contains the instructions for the preparation of cost or pricing proposals.

GENERAL INSTRUCTIONS

Submit your technical proposal separately from your cost proposal.
Omit all cost or pricing details from your technical proposal.

Offerors are directed to FAR 52.215-1 in Section L of this solicitation. Specifically, the offerors are directed to paragraph (f)(4) of the clause which states, "The Government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint."

The offeror shall submit a cover letter indicating that this proposal is its official offer to the Government. The letter must be signed by an official authorized to bind the offeror. The proposal shall be considered to be firm for a period of not less than 270 calendar days from the date of the offer unless otherwise specified in Block 12 on Page 2 of the solicitation.

Offerors should prepare their technical proposal as succinctly as possible. Quality of information is more important than quantity. Elaborate brochures or other presentations beyond that which is sufficient to present a complete and effective proposal are neither necessary nor desired. Clarity, brevity and logical organization should be emphasized during proposal preparation.

PAGES SHALL BE FORMATTED AS FOLLOWS:

BINDER:

- 8.5 x 11 inch paper in a three-ring binder, with the exception of fold-outs. Double-sided pages, which are encouraged.
- Fold-out may use 11 x 17 inch paper and must only be used for diagrams, charts, figures and schedules.
- RFP #, Copy # of Total Copies and Offeror's name on Binder's cover and spine

FORMAT:

Double-sided

- Single-spaced typed lines, including figures, glossaries
- 1-inch margins
- Page numbers can be within the margin
- All pages within sections shall be consecutive

FONT:

- 11-point or larger (Times Roman) text for proposal and all attachments
- 10-point or larger (Times Roman) text for all tables in the body of the proposal

Printed copies take precedence if there are discrepancies between the printed and the electronic copies.

The offeror shall submit the following to the Contracting Officer by the date and time listed in block 9 of the SF33:

(1) Standard Form (SF) 33, Solicitation, Offer and Award, with blocks 14 through 18 completed by the offeror **(as part of the cost proposal)**.

(2) Section K, Representations , Certifications and Other Statements of Offeror, completed by the offeror **(as part of the technical proposal)**.

(3) Client Authorization Letters as outlined in the attachment entitled "Client Authorization Letters". **(as part of the technical proposal)**.

(4) Offeror shall include all proposal assumptions.

(5) Offeror shall point out all exceptions or deviations to the terms and conditions.

(6) Offerors shall submit resumes for all employees proposed as direct labor.

All Proposals Must Be Sent To:

HQ U.S. Postal Service Mailing Address
Environmental Protection Agency

Bid and Proposal Room, Ariel Rios Building (3802R)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

HQ Commercial Carrier or Hand Carried Address

Environmental Protection Agency
Bid and Proposal Room, Room #61107
Ronald Reagan Building, 6th Floor (3802R)
1300 Pennsylvania Ave, NW
Washington, DC 20004

SECTION I - TECHNICAL PROPOSAL INSTRUCTIONS (SUBMIT AN ORIGINAL AND SEVEN (7) COPIES OF YOUR TECHNICAL PROPOSAL)

1. Technical evaluation of the proposal will be based on the stated Technical Evaluation Criteria in the attachment entitled "Technical Evaluation Criteria - Full and Open Competition".

2. The Offeror's written technical proposal must be prepared as a separate part of the total proposal package, and shall be specific and sufficiently detailed to allow a complete evaluation of its method for satisfying the requirements set forth in this RFP. All cost or pricing details shall be omitted from the technical proposal.

3. The written technical proposal shall comprehensively address each of the criteria described in the attachment entitled "Technical Evaluation Criteria - Full and Open Competition", and shall be prepared in exactly the same order, using the same numbering system for all criteria and sub-criteria. Include within the proposal section for an individual criterion/sub-criterion all material that is to be evaluated thereunder.

4. The term "offeror," as used in the Technical Proposal Instructions and the Technical Evaluation Criteria shall mean the prime contractor and any proposed subcontractors or consultants.

SECTION II - PRICE/COST PROPOSAL INSTRUCTIONS (SUBMIT AN ORIGINAL AND TWO (2) COPIES OF YOUR COST/PRICE PROPOSAL)

Your cost or price proposal shall be specific, complete in every detail, and separate from your technical proposal.

The government anticipates awarding two cost plus fixed-fee level of effort (LOE) contracts for this requirement from this one solicitation. One will be a small business set-aside and will have a two (2) year base period and three (3), one (1) year award terms for a maximum potential period of performance of five (5) years. The second procurement will be subject to full and open competition and will have a three (3) year base period and two (2), two (2) year award terms for a maximum potential period of performance of seven (7) years. The government anticipates including quantity options in both procurements, which if exercised, would increase the base LOE within any given contract year. This price/cost portion of the evaluation for award will be based upon the maximum total contract price, which includes both the base amount and the quantity options.

IMPORTANT: IN ADDITION TO HARDCOPY, offerors shall submit their price/cost proposals on compact disk (CDs) for use in Microsoft Excel. The agency utilizes these disks during the review of proposed costs or prices for such things as math checks and the use of correct escalation and conversion factors and other evaluation procedures. It is imperative that the submitted disks include all formulas and factors used to compute the proposed cost or price. As with all proposal information the agency evaluates, the HARDCOPY will be considered the "official" proposal.

Proposals shall be numbered "1 of 4, 2 of 4, etc" on the front cover of the proposal. All pages in the cost proposal shall be numbered and an index with appropriate page reference should be included. A complete narrative explanation of regarding the basis of each cost element should also be included.

(a) Offerors shall submit proposals in the format presented in the chart on the following page for each year of the contract and provide a summary of all contract years which includes all periods and all hours.

(b) The offeror should use the Travel, Subcontracting, and ODC plug figures provided in chart below. The Travel, Subcontracting, and ODC plug figures are provided for evaluation purposes only, the actual Travel, Subcontracting, and ODC amount incurred during contract performance may be more or less than this estimated amount. The contractor will be reimbursed for actual costs incurred. If the offeror anticipates additional Travel, Subcontracting, and ODCs other than those listed in the chart below, the cost proposal shall identify such cost as a separate line item. Narrative explanation regarding the basis of additional ODCs must be provided.

The amounts shown for Travel, Subcontracting, and ODC do not include any indirect cost or fee. If it is the offeror's disclosed practice to apply an indirect rate to any of the categories of cost listed below, that indirect cost would be over and above specified amounts. The offeror's proposal should identify the applicable indirect cost as a separate line item.

Examples of items included in the ODC plug figures below are:

- (1) **Supplies:** Student materials, course supplies
- (2) **Shipping:** Shipment of course materials and equipment for all courses, except those noted in subcontracting
- (3) **Equipment:** Specialized equipment for new courses and depreciation of equipment.
- (4) **Relocation:** Relocation costs paid to employees.
- (5) **Facilities:** Cost of providing training facilities outside of those provided by EPA.

If any offeror normally applies an indirect charge (overhead or G&A) to Travel, Subcontracting, and ODCS, this normal charge (expressed as a percentage) must be included in the offeror's proposal. If any of the cost elements identified as part of the specified other direct costs are recovered as an indirect cost, in accordance with the offeror's accounting system, these costs should not be included as a direct cost. Complete explanation of this adjustment and the offeror's practice should be provided. This indirect charge is subject to full review by the EPA and must conform to the cost principles in FAR Part 31.

(c) The cost breakdown supporting the summary pages for the prime contractor and all subcontractors shall be prepared in the following format:

	Base Year 1	Qty Option Year 1	Base Year 2	Qty Option Year 2	Base Year 3	Qty Option Year 3	AT 1 Year 4	Qty Option Year 4
Direct Labor								
Fringe Benefit								
Overhead								
Travel	\$300,000	\$200,000	\$315,000	\$235,000	\$320,000	\$280,000	\$320,000	\$330,000
ODCs	\$600,000	\$275,000	\$500,000	\$230,000	\$500,000	\$200,000	\$500,000	\$200,000
Consultants								
Subcontracts:	\$900,000	\$400,000	\$900,000	\$400,000	\$900,000	\$400,000	\$1,000,000	\$400,000
X								
Y								
Z								
Total Subs								
Subtotal								
G&A								
Total Cost								
Fee								
Total CPFF								

	AT 1 Year 5	Qty Option Year 5	AT 2 Year 6	Qty Option Year 6	AT 2 Year 7	Qty Option Year 7	Maximum Potential Total for all years
Direct Labor							
Fringe Benefit							
Overhead							
Travel	\$325,000	\$375,000	\$330,000	\$420,000	\$ 340,000	\$ 460,000	\$4,550,000
ODCs	\$500,000	\$200,000	\$600,000	\$200,000	\$ 600,000	\$ 200,000	\$5,305,000
Consultants							
Subcontracts:	\$1,000,000	\$500,000	\$1,000,000	\$500,000	\$1,000,000	\$500,000	\$9,800,000
X							
Y							
Z							
Total Subs							
Subtotal							
G&A							
Total Cost							
Fee							
Total CPFF							

(d) Listed in the following chart below are the estimated *workable* Level of Effort hours (LOE) that the offeror shall use to calculate direct labor. The LOE figures provided below are for proposal evaluation purposes only and shall be proposed exactly as identified. These hours do not include release time such as holiday, vacation, and sick leave. The portion of release time allocable to the proposed direct labor hours shall be computed and shown separately from the direct labor. If these costs are normally included in a fringe benefit or other indirect cost rate, separate identification is not required. However if release time or other labor-related costs are factored into your direct labor rate, these costs must be separately identified in this proposal. Your proposal should clearly indicate your disclosed practice regarding recovery of release time or paid absence.

DIRECT LABOR HOURS

	Year 1	Year 1	Year 2	Year 2	Year 3	Year 3	Year 4	Year 4	Year 5	Year 5	Year 6	Year 6	Year 7	Year 7	TOTAL
	Base	Qty. Ops.	Base	Qty. Ops.	Base	Qty. Ops.	Base	Qty. Ops.	Base	Qty. Ops.	Base	Qty. Ops.	Base	Qty. Ops.	LOE
Manager	2080	0	2080	0	2080	0	2080	0	2080	0	2080	0	2080	0	14,560
Senior Mid/Junior Instructor s	20800	12480	20800	12480	20800	12480	20800	12480	20800	12480	20800	12480	20800	12480	232,960
Technician s	10,400	4160	10,400	4160	10,400	4160	10,400	4160	10,400	4160	10,400	4160	10,400	4160	101,920
TOTAL	33,280	16,640	33,280	16,640	33,280	16,640	33,280	16,640	33,280	16,640	33,280	16,640	33,280	16,640	349,440

(e) Offerors shall prepare proposals using the labor categories, LOE, and other direct costs specified in the preceding charts.

The cost shall be broken down by discipline only if there are different labor rates for disciplines within a labor category. If the cost is not broken down by discipline, the proposal shall include a statement that rates are the same for all disciplines within a labor category. The contractor shall propose a labor mix for the Senior, Mid, and Junior level instructor category.

The LOE is estimated to approximate the mix that will be required and is used primarily to provide a bases on which to compare competing cost proposals. The actual mix of hours incurred in performance of any resultant contract may vary.

(f) If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on government cost-type contracts), consent for a cost type (CPFF, etc) subcontract will not be granted.

(g) The offeror shall provide (a) proposed targets expressed as both percentages and dollars of the total proposed contract amount in each of the applicable North American Industry Classification System (NAICS) Subsectors as determined by the Department of Commerce, (b) a total target (expressed as both percentages and dollars) for SDB participation by the prime contractor, including joint venture partners and team members, and (c) a total target (expressed as both percentages and dollars) for SDB participation by subcontractors.

These figures will be incorporated into any resultant contract in accordance with Clause 1552.219-73 Small Disadvantage Business Targets".

5. The attachment entitled "INSTRUCTIONS FOR THE PREPARATION OF COST OR PRICING PROPOSAL - SMALL BUSINESS SET-ASIDE PORTION" has been modified. The text is as follows:

**INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSAL
SMALL BUSINESS SET-ASIDE**

The following instructions pertain specifically to the preparation of technical proposals and cost or pricing proposals, and are presented in two (2) sections.

(a) Section I contains the instructions for the preparation of technical proposals. Offers shall include all information requested and shall structure their proposals as set forth in Section M Clause, entitled "EVALUATION FACTORS FOR AWARD".

(b) Section II contains the instructions for the preparation of cost or pricing proposals.

GENERAL INSTRUCTIONS

Submit your technical proposal separately from your cost proposal. Omit all cost or pricing details from your technical proposal.

Offerors are directed to FAR 52.215-1 in Section L of this solicitation. Specifically, the offerors are directed to paragraph (f)(4) of the clause which states, "The Government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint."

The offeror shall submit a cover letter indicating that this proposal is its official offer to the Government. The letter must be signed by an official authorized to bind the offeror. The proposal shall be considered to be firm for a period of not less than 270 calendar days from the date of the offer unless otherwise specified in Block 12 on Page 2 of the solicitation.

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- RFP #, Copy # of Total Copies and Offeror's name on Binder's cover and spine

FORMAT:

Double-sided

- Single-spaced typed lines, including figures, glossaries
- 1-inch margins
- Page numbers can be within the margin
- All pages within sections shall be consecutive

FONT:

- 11-point or larger (Times Roman) text for proposal and all attachments
- 10-point or larger (Times Roman) text for all tables in the body of the proposal

Printed copies take precedence if there are discrepancies between the printed and the electronic copies.

The offeror shall submit the following to the Contracting Officer by the date and time listed in block 9 of the SF33:

(1) Standard Form (SF) 33, Solicitation, Offer and Award, with blocks 14 through 18 completed by the offeror **(as part of the cost proposal)**.

(2) Section K, Representations , Certifications and Other Statements of Offeror, completed by the offeror **(as part of the technical proposal)**.

(3) Client Authorization Letters as outlined in the attachment entitled "Client Authorization Letters". **(as part of the technical proposal)**.

(4) Offeror shall include all proposal assumptions.

(5) Offeror shall point out all exceptions or deviations to the terms and conditions.

(6) Offerors shall submit resumes for all employees proposed as direct labor.

All Proposals Must Be Sent To:

HQ U.S. Postal Service Mailing Address

Environmental Protection Agency
Bid and Proposal Room, Ariel Rios Building (3802R)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

HQ Commercial Carrier or Hand Carried Address

Environmental Protection Agency
Bid and Proposal Room, Room #61107
Ronald Reagan Building, 6th Floor (3802R)
1300 Pennsylvania Ave, NW
Washington, DC 20004

SECTION I - TECHNICAL PROPOSAL INSTRUCTIONS (SUBMIT AN ORIGINAL AND SEVEN (7) COPIES OF YOUR TECHNICAL PROPOSAL)

1. Technical evaluation of the proposal will be based on the stated Technical Evaluation Criteria in the attachment entitled "Technical Evaluation Criteria - Small Business Set-Aside".

2. The Offeror's written technical proposal must be prepared as a separate part of the total proposal package, and shall be specific and sufficiently detailed to allow a complete evaluation of its method for satisfying the requirements set forth in this RFP. All cost or pricing details shall be omitted from the technical proposal.

3. The written technical proposal shall comprehensively address each of the criteria described in the attachment entitled "Technical Evaluation Criteria - Small Business Set-Aside", and shall be prepared in exactly the same order, using the same numbering system for all criteria and sub-criteria. Include within the proposal section for an individual criterion/sub-criterion all material that is to be evaluated thereunder.

4. The term "offeror," as used in the Technical Proposal Instructions and the Technical Evaluation Criteria shall mean the prime contractor and any proposed subcontractors or consultants.

SECTION II - PRICE/COST PROPOSAL INSTRUCTIONS (SUBMIT AN ORIGINAL AND TWO (2) COPIES OF YOUR COST/PRICE PROPOSAL)

Your cost or price proposal shall be specific, complete in every detail, and separate from your technical proposal.

The government anticipates awarding two cost plus fixed-fee level of effort (LOE) contracts for this requirement from this one solicitation. One will be a small business set-aside and will have a two (2) year base period and three (3), one (1) year award terms for a maximum potential period of performance of five (5) years. The second procurement will be subject to full and open competition and will have a three (3) year base period and two (2), two (2) year award terms for a maximum potential period of performance of seven (7) years. The government anticipates including quantity options in both procurements, which if exercised, would increase the base LOE within any given contract year. This price/cost portion of the evaluation for award will be based upon the maximum total contract price, which includes both the base amount and the quantity options.

IMPORTANT: IN ADDITION TO HARDCOPY, offerors shall submit their price/cost proposals on compact disk (CDs) for use in Microsoft Excel. The agency utilizes these disks during the review of proposed costs or prices for such things as math checks and the use of correct escalation and conversion factors and other evaluation procedures. It is imperative that the submitted disks include all formulas and factors used to compute the proposed cost or price. As with all proposal information the agency evaluates, the HARDCOPY will be considered the "official" proposal.

Proposals shall be numbered "1 of 4, 2 of 4, etc" on the front cover of the proposal. All pages in the cost proposal shall be numbered and an index with appropriate page reference should be included. A complete narrative explanation of regarding the basis of each cost element should also be included.

(a) Offerors shall submit proposals in the format presented in the chart on the following page for each year of the contract and provide a summary of all contract years which includes all periods and all hours.

(b) The offeror shall use the Travel, Subcontracting, and ODC plug figures provided in chart below. The Travel, Subcontracting, and ODC plug figures are provided for evaluation purposes only, the actual Travel, Subcontracting, and ODC amount incurred during contract performance may be more or less than this estimated amount. The contractor will be reimbursed for actual costs incurred. If the offeror anticipates additional Travel, Subcontracting, and ODCs other than those listed in the chart below, the cost proposal shall identify such cost as a separate line item. Narrative explanation regarding the basis of additional ODCs must be provided.

The amounts shown for Travel, Subcontracting, and ODC do not include any indirect cost or fee. If it is the offeror's disclosed practice to apply an indirect rate to any of the categories of cost listed below, that indirect cost would be over and above specified amounts. The offeror's proposal should identify the applicable indirect cost as a separate line item.

Examples of items included in the ODC plug figures below are:

- (1) **Supplies:** Student materials, course supplies
- (2) **Shipping:** Shipment of course materials and equipment for all courses, except those noted in subcontracting
- (3) **Equipment:** Specialized equipment for new courses and depreciation of equipment.
- (4) **Relocation:** Relocation costs paid to employees.
- (5) **Facilities:** Cost of providing training facilities outside of those provided by EPA.

If any offeror normally applies an indirect charge (overhead or G&A) to Travel, Subcontracting, and ODCS, this normal charge (expressed as a percentage) must be included in the offeror's proposal. If any of the cost elements identified as part of the specified other direct costs are recovered as an indirect cost, in accordance with the offeror's accounting system, these costs should not be included as a direct cost. Complete explanation of this adjustment and the offeror's practice should be provided. This indirect charge is subject to full review by the EPA and must conform to the cost principles in FAR Part 31.

(c) The cost breakdown supporting the summary pages for the prime contractor and all subcontractors shall be prepared in the following format:

	Base Year 1	Qty Option Year 1	Base Year 2	Qty Option Year 2	AT 1 Year 3	Qty Option Year 3	AT 2 Year 4	Qty Option Year 4	AT 3 Year 5	Qty Option Year 5	Total for all years
Direct Labor											
Fringe Benefit											
Overhead											
Travel	\$100,000	\$50,000	\$100,000	\$60,000	\$105,000	\$55,000	\$105,000	\$65,000	\$110,000	\$60,000	\$810,000
ODCs	\$230,000	\$135,000	\$130,000	\$135,000	\$140,000	\$70,000	\$140,000	\$60,000	\$150,000	\$55,000	\$1,245,000
Consultants											
Subcontracts:	\$120,000	\$75,000	\$120,000	\$80,000	\$120,000	\$80,000	\$120,000	\$90,000	\$120,000	\$95,000	\$1,020,000
X											
Y											
Z											
Total Subs											
Subtotal											
G&A											
Total Cost											
Fee											

(d) Listed in the following chart are the estimated *workable* Level of Effort hours (LOE) that the offeror shall use to calculate direct labor. The LOE figures provided below are for proposal evaluation purposes only and shall be proposed exactly as identified. These hours do not include release time such as holiday, vacation, and sick leave. The portion of release time allocable to the proposed direct labor hours shall be computed and shown separately from the direct labor. If these costs are normally included in a fringe benefit or other indirect cost rate, separate identification is not required. However if release time or other labor-related costs are factored into your direct labor rate, these costs must be separately identified in this proposal. Your proposal should clearly indicate your disclosed practice regarding recovery of release time or paid absence.

DIRECT LABOR HOURS

	Year 1 Base	Year 1 Qty. Ops.	Year 2 Base	Year 2 Qty. Ops.	Year 3 Base	Year 3 Qty. Ops.	Year 4 Base	Year 4 Qty. Ops.	Year 5 Base	Year 5 Qty. Ops.	TOTAL
Manager	2,080	-	2,080	-	2,080	-	2,080	-	2,080	-	10,400
Senior Instructors	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	20,800
Mid/Jr. Instructors	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	20,800
Technicians	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	20,800
TOTAL	8,320	6,240	8,320	6,240	8,320	6,240	8,320	6,240	8,320	6,240	72,800

(e) Offerors shall prepare proposals using the labor categories, LOE, and other direct costs specified in the preceding charts.

The cost shall be broken down by discipline only if there are different labor rates for disciplines within a labor category. If the cost is not broken down by discipline, the proposal shall include a statement that rates are the same for all disciplines within a labor category. The contractor shall propose a labor mix for the Senior, Mid, and Junior level instructor category.

The LOE is estimated to approximate the mix that will be required and is used primarily to provide a bases on which to compare competing cost proposals. The actual mix of hours incurred in performance of any resultant contract may vary.

(f) If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on government cost-type contracts), consent for a cost type (CPFF, etc) subcontract will not be granted.